

United States Court of Appeals for the Second Circuit



Vacancy Announcement

March 26, 2012
Reference# FY12-22

Position Title: Attorney Advisor

Location: Office of Staff Counsel, NYC

Classification Level: CL 27

Salary Range: \$51,785 to \$64,729

Closing: Open until filled

Position Overview: The Office of Staff Counsel is the circuit's pre-argument mediation program for all counseled civil appeals. Principle tasks include assisting staff counsel in preparing for mediation, screening cases for jurisdiction, responding to inquiries from counsel, legal research and analysis, writing legal memoranda, coordinating procedural motion practice, assisting in development and coordination of standard operating procedures, and acting as liaison to the Clerk's Office. The Attorney Advisor will also perform other legal and administrative functions as needed.

Requirements: Juris Doctor required. Applicants must have excellent academic credentials and possess superior analytical, research, writing and organizational skills. Prior federal and appellate experience is preferred including externships.

To be considered for the position you must submit a cover letter, resume, law school transcript, unedited writing sample, and a list of three references. Submit electronic versions of these materials via e-mail to camp_applications@ca2.uscourts.gov. Please include reference #FY12-22 in the cover letter and the subject line of your e-mail.

ALL APPLICANTS MUST BE U.S. CITIZENS OR ELIGIBLE TO WORK IN THE UNITED STATES. APPLICANTS SELECTED FOR THE POSITION ARE SUBJECT TO A BACKGROUND CHECK. EMPLOYEES ARE REQUIRED TO USE ELECTRONIC FUNDS TRANSFER FOR PAYROLL DEPOSIT. THE FEDERAL JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER.